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State of Wisconsin

Department of Workforce Development

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Date: May 23, 2003

To: Right of First Selection W-2 Agencies

From: Bettie Rodgers, Division Administrator /s/

Re: **Wisconsin Works (W-2) Contracts for the Period January 1, 2004 through December 31, 2005 – Right of First Selection W-2 Plan Submission**

The Division of Workforce Solutions (DWS) is issuing the documents for use, by the W-2 agencies that earned the Right of First Selection, in developing their 2004-2005 W-2 plans for the Department's review and approval. W-2 agencies that earned the Right of First Selection should review Administrator's Memo #03-10 on Instructions for Recontracting for Right of First Selection Agencies for the Next W-2 Contract. The Administrator's Memo includes several attachments. These documents will be posted on the Internet at www.dwd.state.wi.us/dws/w2/rfs

W-2 and Related Programs provide a comprehensive array of programs and services to assist eligible Wisconsin residents become employed in self-sustaining jobs. W-2 agencies must provide effective planning and coordination with other work, training, income maintenance and related service providers on behalf of the W-2 participants.

The 2004-2005 RFS website includes:

- Instructions on preparing and submitting a W-2 Plan;
- Timetable for the contracting process;
- List of geographic areas open for competition and Right of First Selection agencies;
- Draft Contract Terms;
- Funding allocation method and estimated allocations for each W-2 geographic area based on current budget estimates; and
- Performance Standards W-2 agencies are required to meet in the 2004-2005 contract period.

W-2 Plans are due by 4:00 p.m. on August 15, 2003, in accordance with the requirements stated in the RFS instructions.

Agencies interested in submitting a W-2 Plan should plan to send a representative to the W-2 RFP Proposers Conference and RFS Recontracting Meeting scheduled for May 28, 2003, from 10:00 a.m. to 3:30 p.m. at the Marriott Madison West, 1313 John Q Hammons Dr, Middleton, Wisconsin.

For information regarding the RFS recontracting process, contact Mary Tremain from DWS at (608) 266-1544; TDD (608) 267-0927; Fax: (608) 267-3240; E-mail: mary.tremain@dwd.state.wi.us.

cc: Mary Tremain